

**UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH CAROLINA  
CRIMINAL JUSTICE ACT (“CJA”) PANEL  
APPLICATION**

This application is to be completed by attorneys who wish to participate in the CJA Panel, established in the District of South Carolina as part of the Plan for representation of indigent defendants under the Criminal Justice Act of 1964, as amended in 18 U.S.C. § 3006A. *Please answer all questions, marking “N/A” if a question is not applicable. If you need additional space to answer any question completely, please attach an additional sheet. Please submit all required attachments with your initial submission to CJA\_Liaison@scd.uscourts.gov.*

**Please indicate which panel you are applying for:**

- General Panel
- Mentor Panel (for attorneys who do not meet experience level set forth in CJA Plan)

**Please indicate in which divisions you are willing to accept case assignments:**

- Florence     Charleston     Columbia     Greenville

Name: \_\_\_\_\_

Law Firm: \_\_\_\_\_

Physical Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- 1. Dates of Admission:** (a) South Carolina State Bar: \_\_\_\_\_ Bar No. \_\_\_\_\_  
(b) Federal District Court, SCD: \_\_\_\_\_  
(c) State of SC: \_\_\_\_\_  
(d) Fourth Circuit Court of Appeals: \_\_\_\_\_  
(e) U.S. Supreme Court: \_\_\_\_\_  
(f) Other U.S. District Courts: \_\_\_\_\_

**2. What is the nature of your current law practice?**

- |                          |                           |
|--------------------------|---------------------------|
| _____ % Civil            | _____ % Criminal          |
| _____ % Trial (Criminal) | _____ % Appeal (Criminal) |
| _____ % Adult            | _____ % Juvenile          |
| _____ % Felony           | _____ % Misdemeanor       |

3. On average, how many times do you appear in court per month? \_\_\_\_\_

4. Have you ever been employed as a full-time solicitor (prosecutor) or public defender?

Yes  No

If “Yes”, please list the name of your employer and dates of employment, along with a description of the position.

5. Have you previously served on this CJA Panel?  Yes  No

Are you now, or have you been, on another CJA Panel?  Yes  No

If “Yes”, please list the district and dates of your service:

6. Have you ever been suspended or removed from any CJA Panel or list, or from any equivalent state-level indigent defense list?  Yes  No

If “Yes”, please list give additional details:

## 7. Practice Experience

### CASE REPRESENTATION

Years of experience handling federal criminal matters: \_\_\_\_\_

Number of federal **felony** case representations (as lead counsel): \_\_\_\_\_

Number of federal **felony** case representations (as “second chair”\*): \_\_\_\_\_

*\*In this context, “second chair” means significant involvement in Bail Reform Act issues, discovery review, defense investigation, witness interviewing, plea negotiations and/ or trial preparation, and PSR review and sentencing preparation).*

Years of experience handling state criminal matters: \_\_\_\_\_

Number of state **felony** criminal representations (as lead counsel): \_\_\_\_\_

**TRIAL EXPERIENCE** (trials handled to verdict within the **last ten years**)

***CRIMINAL***

Number of federal felony trials: \_\_\_\_\_ First-Chair: \_\_\_\_\_ Second-Chair: \_\_\_\_\_

Number of state felony trials: \_\_\_\_\_ First-Chair: \_\_\_\_\_ Second-Chair: \_\_\_\_\_

Number of federal misdemeanor trials: \_\_\_\_\_

Number of state misdemeanor trials: \_\_\_\_\_

Number of federal capital trials: \_\_\_\_\_ First-Chair: \_\_\_\_\_ Second-Chair: \_\_\_\_\_

Number of state capital trials: \_\_\_\_\_ First-Chair: \_\_\_\_\_ Second-Chair: \_\_\_\_\_

***CIVIL***

Number of federal jury trials: \_\_\_\_\_ Number of state jury trials: \_\_\_\_\_

***APPELLATE*** (Identify the number of appeals you have handled as counsel of record through briefing and oral argument, if applicable.)

Number of federal criminal appeals: \_\_\_\_\_ Number of state criminal appeals: \_\_\_\_\_

***OTHER RELEVANT TRIAL/LITIGATION EXPERIENCE:***

**8. Areas of Specialized Experience (please check all that apply)**

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Tax Law      | <input type="checkbox"/> Accounting         | <input type="checkbox"/> Environmental Law      |
| <input type="checkbox"/> Immigration  | <input type="checkbox"/> Computer Forensics | <input type="checkbox"/> Psychiatric Defenses   |
| <input type="checkbox"/> Health Care  | <input type="checkbox"/> Medical Background | <input type="checkbox"/> Mitigation Development |
| <input type="checkbox"/> Other: _____ |   |   |

**9. Please list any specialist certifications you hold in South Carolina:**

**10. Please list any foreign languages you speak and your level of proficiency:**

**11. Are you a current member or officer of an organization that involves criminal law?** Yes                      No

If "Yes", please check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> SC State Bar, Criminal Justice Section | <input type="checkbox"/> SC State Bar, Other: _____ |
| <input type="checkbox"/> ABA, Criminal Law Section              | <input type="checkbox"/> ABA, Other: _____          |
| <input type="checkbox"/> NACDL <input type="checkbox"/> NLADA   | <input type="checkbox"/> MCCDL                      |
| <input type="checkbox"/> Other: _____                           |   |

**12. During the three years preceding this application, have you attended a continuing legal education (CLE) seminar on any of the following topics?**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. United States Sentencing Guidelines | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Federal Criminal Law                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Federal Rules of Evidence           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Federal Rules of Criminal Procedure | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Trial Advocacy                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Practical Federal Criminal Defense  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**13. Have you ever been publicly or privately disciplined by the bar of any state or by any court or agency as an attorney, as a member of any other profession, or as a holder of any public office?**

Yes       No

If "Yes", please give additional details.

**14. Are any charges or complaints now pending before any court or agency concerning your conduct as an attorney, as a member of any other profession, or as a holder of public office?**       Yes       No

If "Yes", please give additional details.

**15. During the five years preceding this application, have you been arrested, summoned, charged or convicted of any criminal offense (excluding minor traffic violations)?**

Yes       No

If "Yes", please give additional details.

**16. During the five years preceding this application, have you been the subject of a contempt proceeding?**       Yes       No

If "Yes", please give additional details.

**17. During the five years preceding this application, have you been relieved from an assigned case for any reason, other than your client retaining another attorney?**

Yes       No

If "Yes", please give particulars, including case name, case number, judge, and the reason for being relieved if not privileged.

18. Given that electronic discovery in federal criminal cases is often voluminous, do you have the facilities, resources and capabilities to effectively and efficiently manage assigned cases? Yes No

19. I certify that I have read and will comply with all obligations of the current CJA Plan for the District of South Carolina. Yes No

20. I agree to attend at least six (6) hours every year of continuing legal education pertaining to federal criminal law and procedure (18 hours/3 years). Yes No

21. Do you certify that, over the past year, you have thoroughly read the Federal Rules of Criminal Procedure, Federal Rules of Evidence, Bail Reform Act, and the Federal Sentencing Guidelines? Yes No

22. Are you willing to serve (you must check "yes" to *at least one*):

- a. as a mentor or lead counsel to attorneys on the CJA Training Panel? Yes No
- b. on CJA training programs for the district? Yes No
- c. on the CJA Panel Committee? Yes No

23. By checking the following, you certify that you have access to the following, as required by the CJA Plan in this district:

- Physical office space within this district for meeting with clients and family;
- Computer with unlimited internet access;
- Active log-in accounts with ECF for the District and the Fourth Circuit;
- Access to on-line or other computer-assisted legal research;
- Voicemail, a telephone answering machine or an equivalent answering service;
- Ability to accept collect calls from detention facilities.

24. Please attach a writing sample if you are not currently admitted to the panel.

I hereby certify that the above information is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date